

Wisconsin Department of Administration

Division of Housing – Section 3 Report Form

SECTION 3 ANNUAL REPORT FORM INSTRUCTIONS

The grantee (ie. Unit of General Local Government, Non- Profit, Housing Authority, etc.) **and each** of its Contractors/Sub-Contractors/Service Providers that receives or are contracted for a project that is paid for with federal funds must fill-in & submit Section 3 Reports to the Division of Housing (DOH). Complete one form for each program/contract with DOH.

- Fill in the “DOA Agreement #,” and “Name of Grantee” in the upper right corner on the first page of the form. This information can be found on the Contract Agreement.
- **CONTACT INFORMATION:** Fill in the “Preparer’s Name,” “Title,” “Telephone” and “E-mail” fields pertaining to the Individual that compiles this report information.
- **US Department of Housing and Urban Development (HUD) REPORTING PERIOD:** This is the reporting period for the *Section 3 Annual Report*. If the project is closed prior to the end date, please fill in the appropriate date. Please note, CDBG Disaster Recovery (Midwest and IKE) must continue to report quarterly.
- **PART I – EMPLOYMENT & TRAINING:** Report new hires and trainees that are hired/trained with regards to the DOA Agreement/Contract listed above.
For each **Job Category** listed in the table, indicate how many **New Hires** were completed during the specified reporting period, along with the number of **New Hires that are/were Section 3 Residents** (determination based on county where work is being performed), and the total number of **Section 3 Trainees** (that completed training during the specified reporting period) as it relates to this DOA Agreement. Please make sure to calculate & fill-in the totals for all three (3) columns of numbers at the bottom of the page.
- **PART II – CONTRACTS AWARDED:**
 1. For all **construction contracts** provide information regarding:
 - A. The total dollar amount of **all** construction contracts awarded on this project. The award does NOT need to occur within the reporting period. Contractors must list the total amount of the contract received for the project which could include both federal and local funds.
 - B. The total dollar amount of the construction contracts awarded to **Section 3** businesses WITHIN the HUD Reporting Period;
 - C. The **percentage** of the total construction contracts’ dollar amount that was awarded to Section 3 businesses. This total should be cumulative over the entire contract (not HUD Reporting Period specific; and
 - D. The total number of Section 3 businesses receiving construction contracts for this CDBG project. This total should be cumulative over the entire contract (not HUD Reporting Period specific.)
 2. For all **non-construction contracts** provide information regarding:
 - A. The total dollar amount of **all** non-construction contracts awarded on this project. The award does NOT need to occur within the reporting period.
 - B. The total dollar amount of the non-construction contracts awarded to **Section 3** businesses WITHIN the HUD Reporting Period.
 - C. The **percentage** of the total non-construction contracts’ dollar amount that was awarded to Section 3 businesses. This total will be cumulative (running total to date) over the entire contract (not HUD Reporting Period specific; and

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- D. The total number of Section 3 businesses receiving non-construction contracts for this CDBG project. This total should be cumulative (report on the running total to date) over the entire contract (not HUD Reporting Period specific.)

- **PART III – BEST EFFORTS:** Grantees are to make every effort to the ***Greatest Extent Feasible*** to comply with the regulatory requirements of Section 3. Provide a full description of the Grantee's best efforts to give training and employment opportunities to low to moderate income (LMI) residents and/or businesses. This may mean going a step beyond the normal process to ensure notification and contracting procedures are established and used to target Section 3 residence. Be sure to emphasize any targeted outreach efforts that were made, along with the procedures established to ensure that LMI residents & businesses were given priority in the evaluation & hiring/contracting processes. If no new hires were made, state this here.

For examples of best efforts see Appendix to 24 CFR Part 135 http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&sid=3a08288138e0183f1b595e73c537673a&rgn=div5&view=text&node=24:1.2.1.2.10&idno=24#ap24.1.135_192.1

- **SIGNATURE OF PREPARER:** This form must be completed, signed and dated by the preparer. Please also print your name on the form.
- **GRANTEE SIGNATURE:** This signature must be the Chief Elected Official, Executive Director or his/her designee. If this form is being completed by a contractor or sub-contractor, this signature must be the contractor owner, business manager or project manager.
- When this **Section 3 Annual Report** form has been completed, retain the original completed form for your grant files and e-mail, fax, or mail a copy to your assigned Program Representative. Send the completed form to:

<Your Assigned CDBG Program Representative>

**Division of Housing
Wisconsin Department of Administration
P.O. Box 7970
Madison, WI 53707-7970**